

ROUTING AND TRANSMITTAL SLIP		Date
		8 July 1986
TO: (Name, office symbol, room number, building, Agency/Post)		Initials Date
1. ADDA		18 JUL 1986
2. DDA		
3.		
4.		
5. DDA Reg.		
Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

An update.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
	Phone No.

5011-102

 OPTIONAL FORM 41 (Rev. 7-76)
 Prescribed by GSA
 FPMR (41 CFR) 101-11.206

DDA - 12 44/86

7 July 1986

MEMORANDUM FOR THE RECORD

FROM: [REDACTED] SSA/I [REDACTED]

SUBJECT: The Terrorism Task Force on Minimizing Risk to Agency Travelers

1. Attachment 1 is [REDACTED] reaction to our Task Force study. He asked that four areas be examined further.

a. Specifics on how a traveler learns of risks associated with the specific locations to which he is travelling.

b. Specifics on establishing a "Bachelor's Degree" in terrorism awareness to "smarten up" all Agency personnel who travel or have the potential to travel as part of their official duties.

c. Specifics on establishing a "Master's Degree" in terrorism awareness for frequent travelers with more in-depth exposure to countering the threat.

2. I then reconvened our Task Force for two more sessions. We have addressed these concerns and will put the facts to [REDACTED] shortly.

3. Of specific Directorate of Administration concern is our recommendation which in the report that, "OTE look at all the rules and briefings presently in preparation at the Agency with the view toward ensuring organized, centralized and non-redundant program of training for the many who need it".

4. I suggested three conditions to [REDACTED] regarding an Agency program.

a. That [REDACTED] muster support from among all the DD's that pre-requisite awareness mandatory training become a sine qua non before travel. (This has now been done and the DD's have registered their support for this.)

~~CONFIDENTIAL~~

DD/A REGISTRY

FILE: 30-13-3

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b. That the in the 87 OTE budget for terrorism training be protected.

c. That OTE select from Agency retirement list first in order to get to retirees who have served frequently overseas, are versed in surveillance techniques, and intimately aware of the "Agency" way of doing business even in an unstable world.

5. It is virtually impossible, says OTE, to find these kinds of people out of the private sector. They must use retirees, say they.

d. That OTE establish immediately one-day seminars in the auditorium to present an awareness seminar. (OTE is about to start this seminar program imminently.)

6. This memorandum then serves as an update for the DDA on how things are going.

7. Attachment 2 is my draft Headquarters notice to be finalized by OTE to "market" the upcoming seminars and, for the first time, will administer the mandatory and pre-requisite aspects of it.

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Attachments:
As stated

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cc: OTE
D/OTE
DDA
SSA Chron
SSA File